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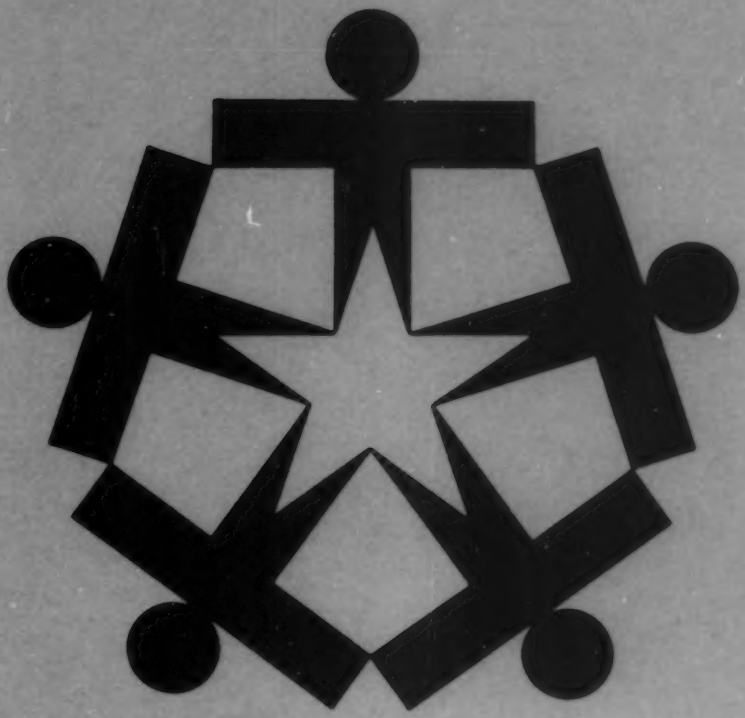

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ABSENTEEISM

7-1

Dilts, David A. and Clarence R. Deitsch.
Absentee workers back on the job: the case of GM. Business horizons, 29:46-51, March-April 1986.
Descriptors: *Absenteeism / *Absenteeism control--Case studies.

7-2

Why you're late--and what to do about it. U.S. news & world report, 100:78, June 9, 1986.
Interview with Dr. Alexander Thomas, professor of psychiatry at the New York University Medical Center.
Descriptors: *Tardiness.

CAREER PLANNING

7-3

Foxman, Loretta D. and Walter L. Polsky.
Professional answers to career questions. Personnel journal, 65:22+, May 1986.
Descriptors: *Career planning / *Organizational behavior / *Orientation.

7-4

Gridley, John D.
Who will be where when? Forecast the easy way. Personnel journal, 65:50-58, May 1986.
Descriptors: *Career planning / *Forecasting.

7-5

Solomon, Jolie.
Career-change services spread, offering advice on where, and how to job hunt. Wall Street journal, p. 33, May 22, 1986.
Descriptors: *Job search / *Career planning / *Vocational counseling.

CAREER STAFFING

7-6

Bowen, Jean S. and James M. Lahiff.
Forecasting technological change in the "information age". Secretary, 46:20-21, May 1986.
Descriptors: *Secretaries--Training / *Technological change / *Technological forecasting.

7-7

Broussard, Richard D. and Dalton E. Brannen.
Credential distortions: personnel practitioners give their views. Personnel administrator, 31:129-132+, June 1986.
Descriptors: *Applications for positions / *Resumes.

7-8

Heilman, Madeline E. and Richard F. Martell.
Exposure to successful women: antidote to sex discrimination in applicant screening decisions? Organizational behavior and human decision processes, 37:376-390, June 1986.
Descriptors: *Selection--Research / *Sex roles--Research / *Women--Discrimination--Research.

CAREER STAFFING (Cont'd)

7-9

Mitchell, Terry W. and Richard J. Klimoski.
Estimating the validity of cross-validity estimation. Journal of applied psychology, 71:311-317, May 1986.
Descriptors: *Selection--Research / *Validity--Research.

7-10

Stokes, Jean.
Deficiencies among women: a compelling but faulty premise for professional development. Journal of the National Association for Women Deans, Administrators & Counselors, 49:14-19, Spring 1986.
Descriptors: *Professional employees / *Women professional employees / *Employee development.

7-11

Wilkenfield, Jerome.
Managing staff functions in a large corporation. Management review, 75:41-44, June 1986.
Descriptors: *Staff and line / *Organizational behavior.

CHANGE, ORGANIZATIONAL

7-12

Bunker, Barbara Benedict and Howard O. Williams, Jr.
Managing organizational decline. Personnel, 63:31-35+, June 1986.
Descriptors: *Change, Organizational / *Change, Resistance to / *Organizational behavior.

7-13 Idll .F61h

Flamholtz, Eric G.
How to make the transition from an entrepreneurship to a professionally managed firm. San Francisco: Jossey-Bass, 1986. 231 p.
Descriptors: *Management / *Change, Organizational.

7-14

Frohman, Mark and Perry Pascarella.
Creating the purposeful organization. Industry week, 229:44-45+, June 9, 1986.
Descriptors: *Change, Organizational / *Organization development.

7-15

Nutt, Paul C.
Tactics of implementation. Academy of Management journal, 29:230-261, June 1986.
Descriptors: *Change, Organizational--Case studies.

CIVIL SERVICE

7-16

Panzarella, Robert.
The impact of tutoring minority recruits for civil service exams for police officer selection. Review of public personnel administration, 6:59-77, Spring 1986.
Descriptors: *Police--Selection--Research / *Police--Tests--Research / *Tests--Research / Municipal government.

CIVIL SERVICE, FEDERAL

7-17 Ie529 .B78g 1986

Broida, Peter B.

A guide to Merit Systems Protection Board law & practice. 3d ed. Washington: Dewey, 1986. 1000 p.

Descriptors: *Adverse actions--Appeals / *Appeals--Procedures / *U.S. Merit Systems Protection Board--Rules and practice / *Adverse actions--Appeals--Decisions / Federal government.

7-18

Culler, Terry W.

Most Federal workers need only be competent. Wall Street journal, p. 32, May 21, 1986.

Descriptors: *Federal employees / *Government employees / *Acceptable level of competence / Federal government.

7-19 Ic26.52 .L58m

Lewis, Gregory Burr.

Men and women in Federal employment: placements, promotions, and occupations. Ann Arbor, Mich.: University Microfilms, 1984. 1 v.

Thesis (Ph.D), Syracuse University.

Descriptors: *Federal employees / *Pay / *Promotion / *Placement / *Sex discrimination / Federal government.

7-20

Martin, John Leon.

The whistle blower revisited. George Mason University law review, 8:123-147, Fall 1985.

Descriptors: *Whistleblowing / *Civil service reform--Law and legislation / *Civil service reform--Evaluation / Federal government.

7-21

Rosen, Bernard.

Crises in the U.S. civil service. Public administration review, 46:207-214, May-June 1986.

Descriptors: *U.S. Office of Personnel Management--Administration--Evaluation / *Legislative hearings / *Morale / Federal government.

COLLEGE GRADUATES

7-22

Dentzer, Susan and Elaine Shannon.

M.B.A.'s learn a human touch. Newsweek, 107:48-50, June 16, 1986.

Descriptors: *Master of business administration degree recipients--Characteristics / *Business education.

7-23

Hunt, Shelby D. and Paul Surgi Speck.

Specialization and the MBA: is the broad MBA passe? California management review, 28:159-175, Spring 1986.

Descriptors: *Master of business administration degree / *Business education / *Specialization.

COMMUNICATION

7-24

Bell, James D. and Wolfgang W. Richter.
Needed: better communication from data processors. Personnel, 63:20-26, May 1986.
Descriptors: *Communication / *Electronic data processing personnel--Training.

7-25

Caruth, Don.
Words: a supervisor's guide to communications. Management solutions, 31:34-35, June 1986.
Descriptors: *Communication.

COMPENSATION

7-26

Brophy, Beth.
Are you making what you're worth? U.S. news & world report, 100:60-67, June 23, 1986.
Descriptors: *Pay surveys.

7-27

Fogel, Walter.
Intentional sex-based pay discrimination: can it be proven? Labor law journal, 37:291-299, May 1986.
Descriptors: *Pay rates--Cases / *Sex discrimination--Cases / *Pay administration--Law and legislation.

7-28

Friedman, Dana E.
Eldercare: the employee benefit of the 1990s. Across the board, 23:44-51, June 1986.
Descriptors: *Fringe benefits / *Employee services / *Day care centers / *Family (Sociological unit).

7-29

Grossman, Morton E. and Margaret Magnus.
Benefits: costs & coverage. Personnel journal, 65:74-79, May 1986.
Descriptors: *Fringe benefits--Costs / *Retirement benefits--Costs / *Health benefit programs--Costs.

7-30

Kanter, Rosabeth Moss.
Pay and hierarchy. Management review, 75:11-12, June 1986.
Descriptors: *Pay rates / *Pay systems / *Performance-based pay.

7-31

Kellam, Susan.
Hill panel takes hard look at pay-for-performance plan. Federal times, 22:5+, May 26, 1986.
Descriptors: *Performance-based pay / *U.S. Office of Personnel Management--Rules and practice / Federal government.

7-32
Lang, Larry.
Why defined-benefit plans won't die. Personnel, 63:54-56, June 1986.
Descriptors: *Fringe benefits / *Pensions.

7-33
Linsenmayer, Tadd.
Comparable worth abroad: mixed evidence. Wall Street journal, p. 26, May 27, 1986.
Descriptors: *Pay rates / *Overseas personnel--Pay.

7-34
Lissy, William E.
Outlook on compensation and benefits: update on developments. Personnel, 63:68-73, May 1986.
Descriptors: *Compensation--Law and legislation / *Fringe benefits--Law and legislation.

7-35
Mannheim, Bilha and Orly Angel.
Pay systems and work-role centrality of industrial workers. Personnel psychology, 39:359-377, Summer 1986.
Descriptors: *Pay systems--Research / *Incentive pay--Research.

7-36
Miller, James S.
Every paycheck doesn't have to cost you $2.50. Personnel journal, 65:87-88, May 1986.
Descriptors: *Payrolls--Administration / *Compensation administration.

7-37
Neubauer, Robert J.
The outlook for 1986: issues that affect compensation planning. Compensation and benefits review, 18:49-54, March-April 1986.
Descriptors: *Compensation--Planning.

7-38
Syer, Gregory A.
The exempt salary survey, part 1: collecting information. Personnel, 63:45-49, June 1986.
The first of a two-part series.
Descriptors: *Pay / *Statistics--Methods / Surveys.

7-39
White, James F.
Preparing benefit statements. Personnel, 63:13-18, May 1986.
Descriptors: *Fringe benefits / *Reports--Preparation.

CONSULTANTS

7-40

Morrison, James H.

So you want to be a consultant. Personnel administrator, 31:93-94+, May 1986.

Descriptors: *Consultants / *Executives--Abilities.

COUNSELING

7-41

Bowen, Donald D.

The role of identification in mentoring female protegees. Group & organization studies, 11:61-74, March-June 1986.

Descriptors: *Coaching--Research / *Mentors--Research.

7-42

Johnson, Arthur T.

A comparison of employee assistance programs in corporate and government organizational contexts. Review of public personnel administration, 6:28-42, Spring 1986.

Descriptors: *Employee counseling--Research / *Employee counseling--Administration--Evaluation.

ELECTRONIC DATA PROCESSING

7-43

Harris, Thomas.

Preparing a PC administrative guide. Journal of systems management, 37:11-13, May 1986.

Descriptors: *Microcomputers--Manuals / *Manuals, Administrative.

7-44

Tomeski, Edward Alex and Michael Klahr.

How artificial intelligence has developed. Journal of systems management, 37:6-10, May 1986.

Descriptors: *Artificial intelligence--History.

7-45

Whiteside, David E.

Artificial intelligence finally hits the desktop. Business week, p. 68+, June 9, 1986.

Descriptors: *Artificial intelligence / *Offices--Automation.

EMPLOYEE CONDUCT

7-46

Employee honesty testing helps solve no. 1 business problem. Supervision, 48:7-8+, June 1986.

Descriptors: *Employee conduct / *Security / *Tests.

7-47

Gold, Charlotte.

Assault on the job. Management solutions, 31:4-12, June 1986.

Descriptors: *Problem employees / *Behavioral problems / *Supervisors--Responsibilities.

EMPLOYEE CONDUCT (Cont'd)

7-48
Hauserman, Nancy R.
Whistle-blowing: individual morality in a corporate society. Business horizons, 29:4-9, March-April 1986.
Descriptors: *Whistleblowing / *Reprisals / *Ethics.

7-49
Lissy, William E.
Employee's dishonesty and supervisor's role. Supervision, 48:19-20, June 1986.
Descriptors: *Employee conduct / *Supervisors--Responsibilities.

7-50
Simison, Robert L. and Cathy Trost.
Sexual harassment at work is a cause for growing concern. Wall Street journal, p. 1+, June 24, 1986.
Descriptors: *Sexual ethics / *Harassment / *Sex crimes.

7-51
Wolf, Nora.
Drugs at work: employee testing challenged. ABA journal (American Bar Association), 72:34-35, March 1, 1986.
Descriptors: *Employee conduct / *Drug abusers--Personnel policies / *Drugs.

7-52
Zemke, Ron.
Employee theft: how to cut your losses. Training, 23:74-78, May 1986.
Descriptors: *Employee theft / *Employee conduct.

EMPLOYEE HEALTH AND MEDICAL CARE

7-53
Barling, Julian and Alan Rosenbaum.
Work stressors and wife abuse. Journal of applied psychology, 71:346-348, May 1986.
Descriptors: *Stress, Psychological--Research / *Family (Sociological unit)--Research / *Job satisfaction research.

7-54
Burke, Ronald J. and Eugene Deszca.
Correlates of psychological burnout phases among police officers. Human relations, 39:487-502, June 1986.
Descriptors: *Stress, Psychological--Research / *Police--Attitudes--Research / *Attitude surveys.

7-55
Chenoweth, David.
Proper planning ensures health promotion program success. Occupational health & safety, 55:40-41, May 1986.
Descriptors: *Health, Employee / *Preventive health services.

7-56
Dentzer, Susan, John McCormick and Doug Tsuroka.
A cure for job stress. Newsweek, 107:46-47, June 2, 1986.
Descriptors: *Stress, Psychological--Cases / *Health, Employee--Cases.

7-57
Greenwood, Judith G.
Back injuries can be reduced with worker training, reinforcement. Occupational health & safety, 55:26+, May 1986.
Descriptors: *Injuries / *Health, Employee / *Safety.

7-58
Jenner, Jessica Reynolds.
On the way to stress resistance. Training & development journal, 40:112-115, May 1986.
Descriptors: *Stress, Psychological / *Health, Mental.

7-59
Marks, Linda Nance and John C. Reed.
OHNs can provide listening ear dealing with employees' problems. Occupational health & safety, 55:45-47, May 1986.
Descriptors: *Health, Employee / *Nurses--Responsibilities.

7-60
Nowack, Kenneth M.
Who are the hardy? Training & development journal, 40:116-118, May 1986.
Descriptors: *Stress, Psychological / *Mental health / *Training.

7-61
Petersen, Donald J. and Douglas Massengill.
Smoking regulations in the work place: an update. Personnel, 63:27-31, May 1986.
Descriptors: *Smoking--Rules and practice.

7-62
Quick, James C., Lawrence Schkade and Mark E. Eakin.
Thinking styles and job stress. Personnel, 63:44-48, May 1986.
Descriptors: *Stress, Psychological / *Mental health / *Quality of working life.

7-63
Schneider, William J.
Company medical staff can prepare employees for overseas work. Occupational health & safety, 55:74-76, May 1986.
Descriptors: *Health, Employee / *Relocation / *Overseas personnel.

EQUAL OPPORTUNITY IN EMPLOYMENT

7-64

Albelda, Randy P.

Occupational segregation by race and gender, 1958-1981. Industrial and labor relations review, 39:404-411, April 1986.

Descriptors: *Equal opportunity in employment--Statistics / *Equal opportunity in employment--History.

7-65

Kellough, James E. and Susan Ann Kay.

Affirmative action in the Federal bureaucracy: an impact assessment. Review of public personnel administration, 6:1-13, Spring 1986.

Descriptors: *Affirmative action--Research / *Afro-Americans--Employment--Research / *Women--Employment--Research.

ETHICS

7-66

Buckman, Steve.

Doing what's right. Management solutions, 31:24-25, June 1986.

Descriptors: *Ethics / *Business ethics.

7-67 Ie478 .P26h

Pastin, Mark.

The hard problems of management: gaining the ethics edge. San Francisco: Jossey-Bass, 1986. 239 p.

Descriptors: *Ethics / *Problem-solving / *Management.

7-68

Tolchin, Martin.

The arbiter of ethics, perception and reality. New York times, p. B14, May 15, 1986.

Profile of David H. Martin, Director of the Office of Government Ethics, U.S. Office of Personnel Management.

Descriptors: *Ethics / *U.S. Office of Government Ethics / *U.S. Office of Personnel Management / Federal government.

EXECUTIVES

7-69

The business world. New York times magazine (special section), p. 52+, June 8, 1986.

Partial contents: Americans rate big business, by Adam Clymer; How managers should handle their anger, by Abraham Zaleznik.

Descriptors: *Executives--Characteristics / *Business ethics.

7-70

Pave, Irene.

A woman's place is at GE, Federal Express, P&G... Business week, p. 75+, June 23, 1986.

Descriptors: *Executives--Career opportunities / *Women executives.

EXECUTIVES (Cont'd)

7-71

Sutton, Charlotte D. and Kris K. Moore.
Attitudes toward executive women: do they differ geographically? Personnel administrator, 31:75-76+, May 1986.
Descriptors: *Women executives--Attitudes toward / *Executives--Attitudes / Surveys.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

7-72 Id33 .R78i

Rowan, Roy.
The intuitive manager. Boston: Little, Brown, 1986. 188 p.
Descriptors: *Executives / *Executives--Abilities.

7-73 Id33 .Sr3e

Srivastva, Suresh.
Executive power, by Suresh Srivastva and associates. San Francisco: Jossey-Bass, 1986. 360 p.
Descriptors: *Executives--Abilities / *Power (social sciences).

7-74

Wall, Celia.
Self-concept: an element of success in the female library manager. Journal of library administration, 6:53-65, Winter 1985-86.
Descriptors: *Women executives--Characteristics / *Self-esteem.

EXECUTIVES--COMPENSATION

7-75

Much, Marilyn.
The $1million club. Industry week, 229:107-109, May 26, 1986.
Descriptors: *Executive compensation / *Performance-based pay.

EXECUTIVES--HEALTH AND MEDICAL CARE

7-76

Kiechel, Walter, III.
Now some good news about stress. Fortune, 113:157+, June 23, 1986.
Descriptors: *Stress, Psychological.

EXECUTIVES--RESPONSIBILITIES

7-77

Atwater, Maxine H.
Recognize and avoid the activity trap. Federal career insights, 2:8, June 1986.
Descriptors: *Executives--Responsibilities / *Time management.

EXECUTIVES--SELECTION AND TESTS

7-78

McCanna, Walter F. and Thomas E. Comte.
The CEO succession dilemma: how boards function in turnover at the top. Business horizons, 29:17-22, May-June 1986.
Descriptors: *Executive succession / *Executives--Selection.

EXECUTIVES--TRAINING

7-79

Anderson, A. J.

Do people change their management styles and practices as a result of taking courses and attending workshops? Journal of library administration, 6:1-14, Winter 1985-86.

Descriptors: *Management development--Research / *Executives--Training--Research / *Leadership style--Research.

7-80

Cathcart, Jim.

How to conduct a strategic planning retreat. Training & development journal, 40:63-65, May 1986.

Descriptors: *Residential training programs / *Corporate planning.

HANDICAPPED

7-81

Baker, William M.

Tapping a reservoir of talent. Disabled USA, p. 5-8, no. 4 1985.

Descriptors: *Deaf--Employment / *Physically handicapped--Employment / Federal government.

7-82

Cohen, Deborah E., Sarah L. Patton and Richard P. Melia.

Staffing supported and transitional employment programs: issues and recommendations. American rehabilitation, 12:20-24, April-June 1986.

Descriptors: *Handicapped--Employment / *Handicapped--Training / *Training officers--Responsibilities.

7-83

Elder, Jean.

Promoting the employment initiative through projects of national significance. American rehabilitation, 12:12-14, April-June 1986.

Descriptors: *Handicapped--Employment.

7-84

Gorski, Robert.

In the nation's defense. Disabled USA, p. 9-11, no. 4 1985.

Descriptors: *Physically handicapped--Employment / *U.S. Defense Mapping Agency / Federal government.

7-85

Nelan, A. Philip.

Placements: rising towards the crest. American rehabilitation, 12:15-17+, April-June 1986.

Descriptors: *Handicapped--Employment.

7-86

Williams, John N.

Blind Federal employees, talking computers and productivity. Government executive, 18:38+, March 1986.

First of two articles.

Descriptors: *Blind--Employment / *Electronic data processing personnel / Federal government.

HANDICAPPED (Cont'd)

7-87

Williams, John.

Soaring high. Disabled USA, p. 14-17, no. 4 1985.

Descriptors: *Physically handicapped--Employment--Case histories.

HOURS OF WORK

7-88

De Neubourg, Chris.

Part-time work: an international quantitative comparison. International labour review, 124:559-576, September-October 1985.

Descriptors: *Part-time work--Comparative studies / *Part-time work--Tables / *Part-time work--Statistics.

INCENTIVE AWARDS AND PROGRAMS

7-89

Mohr, Deborah A., James A. Riedel and Kent S. Crawford.

A group wage incentive system can boost performance and cut costs. Defense management journal, 22:12-17, Second quarter 1986.

Descriptors: *Incentive awards / *Performance / *Productivity improvement / *Financial incentives / Federal government.

INSURANCE, HEALTH

7-90

Herzlinger, Regina E. and Jeffrey Schwartz.

How companies tackle health care costs: part 3. Harvard business review, 86:70-80, January-February 1986.

Third of three-part article. Parts 1 and 2 appeared in Harvard business review, 85:68-83, July-August 1985 and 85:108-120, September-October 1985.

Descriptors: *Medical care--Costs--Case studies.

INTERVIEWING

7-91

Farrell, Barry M.

The art and science of employment interviews. Personnel journal, 65:91-94, May 1986.

Descriptors: *Interviewing.

JOB ANALYSIS

7-92

Brown, Karen A. and Terence R. Mitchell.

Influence of task interdependence and number of poor performers on diagnoses of causes of poor performance. Academy of Management journal, 29:412-424, June 1986.

Descriptors: *Job analysis--Research / *Task analysis--Research / *Performance--Research.

7-93

Harvey, Robert J. and Theodore L. Hayes.

Monte Carlo baselines for interrater reliability correlations using the Position Analysis Questionnaire. Personnel psychology, 39:345-357, Summer 1986.

Descriptors: *Job analysis--Research.

JOB DESIGN

7-94

Alfthan, Torkel.

Developing skills for technological change: some policy issues. International labour review, 124:517-529, September-October 1985.

Descriptors: *Job design--Research / *Technological innovations--Research / *Technological change--Research / *Retraining.

7-95

Kozlowski, Steve W. J. and Brian M. Hults.

Joint moderation of the relation between task complexity and job performance for engineers. Journal of applied psychology, 71:196-202, May 1986.

Descriptors: *Performance--Research / *Job design--Research / *Engineers.

JOB EVALUATION

7-96

Arvey, Richard D.

Sex bias in job evaluation procedures. Personnel psychology, 39:315-335, Summer 1986.

Descriptors: *Job evaluation--Methods / *Sex discrimination--Research / *Pay rates--Research.

7-97

Dewey, Barbara J.

Job evaluation systems in academic libraries: current issues and trends. Journal of library administration, 6:23-31, Winter 1985-86.

Descriptors: *Job evaluation--Research / *Librarians--Responsibilities.

7-98

Lawler, Edward E., III

What's wrong with point-factor job evaluation. Compensation and benefits review, 18:20-28, March-April 1986.

Descriptors: *Job evaluation / *Factor evaluation system / *Compensation administration.

7-99

Schwab, Donald P. and Herbert G. Heneman, III.

Assessment of a consensus-based multiple information source job evaluation system. Journal of applied psychology, 71:354-356, May 1986.

Descriptors: *Job evaluation--Research / *Pay research.

JOB SATISFACTION

7-100

Berger, Peggy S.

Differences in importance of and satisfaction from job characteristics by sex and occupational type among Mexican-American employees. Journal of vocational behavior, 28:203-213, June 1986.

Descriptors: *Job satisfaction research / *Job factors--Research.

JOB SATISFACTION (Cont'd)

7-101

Bottger, Preston C. and Irene K-H. Chew.

The job characteristics model and growth satisfaction: main effects of assimilation of work experience and context satisfaction. Human relations, 39:575-594, June 1986.

Descriptors: *Job satisfaction research / *Job factors--Research.

7-102

Chusmir, Leonard H.

Gender differences in variables affecting job commitment among working men and women. Journal of social psychology, 126:87-94, February 1986.

Descriptors: *Job satisfaction research / *Organizational commitment--Research.

7-103

Hartman, Sandra and others.

The measurement of job satisfaction by action tendencies. Educational and psychological measurement, 46:317-329, Summer 1986.

Descriptors: *Job satisfaction research.

7-104

Kirjonen, Juhani and Vilma Hanninen.

Getting a better job: antecedents and effects. Human relations, 39:503-516, June 1986.

Descriptors: *Job satisfaction research / *Stress, Psychological--Research.

7-105

Leiter, Michael P. and Kimberly Ann Meechan.

Role structure and burnout in the field of human services. Journal of applied behavioral science, 22:47-52, no. 1 1986.

Descriptors: *Burnout (Psychology)--Research / *Job satisfaction research.

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Arnold Gerber is an occupational specialist with the U.S. Office of Personnel Management.

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Descriptors: *Librarians--Employment / *Librarians--Characteristics.

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Lewis, Kathryn E. and Margaret M. Bierly.

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Descriptors: *College professors--Research / *Women college professors--Research / *Women--Career planning--Research.

7-217

White, Herbert S.

The accredited MLS and the promised land. Library journal, 111:94-95, May 1, 1986.

Descriptors: *Librarians--Certification / *Librarians--Education.

PUBLIC ADMINISTRATION

7-218

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Partial contents: Introduction to administrative law symposium, by Richard A. Merrill; The Administrative Procedure Act: the beginnings, by Walter Gellhorn; The durability of the Administrative Procedure Act, by William H. Allen; The Administrative Procedure Act: a living and responsive law, by Alan B. Morrison; APA: past, present, future, by Martin Shapiro.

Descriptors: *Administrative procedure--Law and legislation / *Administrative agencies--Administration.

7-219

Carter, Lief H.

Constitutional values and the administration of the public's affairs. Public administration quarterly, 9:434-448, Winter 1986.

Descriptors: *Public administration--Study and teaching / *Professional ethics--Research / *Constitutional law--Research.

7-220

Feroz, Ehsan H.

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Descriptors: *Accounting--Standards / Federal government.

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Levine, Charles H.

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Descriptors: *Public administration / *Administrative agencies / *Civil service / *Futures (of society) / Federal government.

7-222
Lowery, David and Caryl E. Rusbult.
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Descriptors: *Employee attitudes--Research / *Attitude surveys--Research / *Federal employees--Attitudes / Federal government.

7-223
Northrop, Alana and James L. Perry.
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Descriptors: *Civil service reform--Administration--Evaluation / Federal government.

7-224
Perry, James L. and Kenneth L. Kraemer.
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Descriptors: *Public administration--Research / *Methodology.

7-225
Raubitschek, John H.
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Descriptors: *Inventions, Employee--Law and legislation / *Technology transfer / *Technological innovations / Federal government.

7-226
Stallings, Robert A.
Doctoral programs in public administration: an outsider's perspective. Public administration review, 46:235-240, May-June 1986.
Descriptors: *Public administration / *Executives--Education / *Doctor of philosophy degree recipients.

7-227
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Partial contents: The promise and performance of privatization: the Knoxville experience, by Michael R. Fitzgerald; The myth of private sector superiority in personnel administration, by Ralph Clark Chandler; Implementing private sector strategies in employment and training programs, by Marshall R. Goodman.
Descriptors: *Public administration--Evaluation / *Personnel administration--Evaluation / Federal government.

PUBLIC ADMINISTRATION (Cont'd)

7-228

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Partial contents: Introduction, by James Sundquist; Evolving patterns of administrative responsiveness to the public, by Kenneth Kernaghan; Access to administrative agencies: a problem of administrative law or social structure?, by Brian C. Smith; Patterns of relationships between government leaders and the public, by Giuseppe Pericu.

Descriptors: *Public administration / *Management accountability.

REDUCTION IN FORCE

7-229

Bennett, Amanda and Douglas R. Sease.

To reduce their costs, big companies lay off white-collar workers. Wall Street journal, p. 1, May 22, 1986.

Descriptors: *Reduction in force / *White-collar workers--Employment.

RELOCATION

7-230

Sinetar, Marsha.

Relo shock. Personnel journal, 65:44-49, May 1986.

Descriptors: *Relocation.

REMOVAL

7-231

Corbett, Laurence P.

Avoiding wrongful discharge suits. Management solutions, 31:19-23, June 1986.

Descriptors: *Removal.

RETIREMENT

7-232

Jacobs, Bruce A.

Surviving retirement--one trick that helps: going back to work. Industry week, 229:113-114, May 26, 1986.

Descriptors: *Executives--Retirement / *Older worker--Employment.

7-233

Perham, John C.

New design in pensions. Dun's business month, 126:70-72, January 1986.

Descriptors: *Pensions / *Pensions--Case studies.

7-234

Montana, Patrick J.

Preretirement planning: how corporations help. Personnel administrator, 31:121-122+, June 1986.

Descriptors: *Retirement planning / Surveys.

RETIREMENT (Cont'd)

7-235

Patten, Thomas H., Jr.

How to reform the military retirement system. Compensation and benefits review, 18:29-40, March-April 1986.

Descriptors: *Military personnel--Retirement / *Military personnel--Retirement--Comparative studies / Canada / Great Britain / Germany (West).

7-236

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Descriptors: *Social security--Comparative studies / *Great Britain.

7-237

Wiesenthal, Eric.

Retirement details complete. Federal times, 22:1+, June 2, 1986.

Descriptors: *Retirement--Law and legislation / *Retirement benefits--Law and legislation / *Retirement--Eligibility--Law and legislation / *Retirement age--Law and legislation / Federal government.

SAFETY

7-238

Jones, John W., David DuBois, and Lisa Wuebker.

Promoting safety by reducing human error. Personnel, 63:41-44, June 1986.

Descriptors: *Safety / *Accidents--Prevention / *Stress, Psychological.

7-239

Grover, Lyman.

A written eye safety policy reduces risks and prevents injuries. Occupational health & safety, 55:31+, May 1986.

Descriptors: *Injuries / *Safety / *Policy formulation.

7-240

Lo Bosco, Maryellen.

Safety programs in the work place. Personnel, 63:59-67, May 1986.

Descriptors: *Safety / Surveys.

SCIENTISTS AND ENGINEERS

7-241

Keenan, A. and T. J. Newton.

Work aspirations and experiences of young graduate engineers. Journal of management studies (Gt. Brit.), 23:224-237, March 1986.

Descriptors: *Engineers--Employment--Research / *Great Britain.

SECURITY

7-242

Brown, Abby.

Trends in the security industry. Personnel administrator, 31:49+, May 1986.

Descriptors: *Security / *Business--Security measures.

SECURITY (Cont'd)

7-243

Marx, Gary S. and Stewart S. Manela.
Protecting confidential information in high-tech companies. Personnel administrator, 31:35-36+, May 1986.
Descriptors: *Security / *Internal security / *Confidential communications / *Terms of employment.

SUPERVISION

7-244

Collins, Paul D. and Frank Hull.
Technology and span of control: Woodward revisited. Journal of management studies (Gt. Brit.), 23:143-164, March 1986.
Descriptors: *Span of control--Research / *Supervision--Research.

7-245

Edwards, Mark R. and J. Ruth Sproull.
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Descriptors: *Supervisors--Responsibilities / *Alcoholic employees--Personnel policies.

7-246

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Development of an operant-based taxonomy and observational index of supervisory behavior. Journal of applied psychology, 71:260-269, May 1986.
Descriptors: *Supervisors--Characteristics--Research / *Supervision--Research.

7-247

Komaki, Judith L.
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Descriptors: *Supervision--Research / *Supervisors--Characteristics--Research.

7-248

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Supervisors' performance feedback to subordinates: the impact of subordinate performance valence and outcome dependence. Organizational behavior and human decision processes, 37:391-408, June 1986.
Descriptors: *Supervision--Research / *Feedback (Psychology)--Research / *Performance--Research.

7-249

Powell, Jon T.
Stress listening: coping with angry confrontations. Personnel journal, 65:27-28+, May 1986.
Descriptors: *Supervisors--Responsibilities / *Listening / *Stress, Psychological.

SUPERVISION (Cont'd)

7-250

Sharplin, Arthur, R. Wayne Mondy and Shane R. Premeaux.
Resolving employee conflict. Supervision, 48:3-6, June 1986.
Descriptors: *Supervisors--Responsibilities / *Conflict resolution / *Confict, Organizational.

TESTS

7-251

Baglin, Roger F.
A problem in calculating group scores in norm-referenced tests. Journal of educational measurement, 23:57-68, Spring 1986.
Descriptors: *Norm-referenced tests--Research / *Tests--Scoring--Research.

7-252 Ie182 .B63b

Bobrow, Jerry.
How to prepare for the civil service examinations for stenographic, typist, clerk, and office machine operator, by Jerry Bobrow in collaboration with Peter Z. Orton and William Covino. Woodbury, N.Y.: Barron's, 1986. 288 p.
Descriptors: *Tests / *Office workers--Tests / *Typists--Tests / *Stenographers--Tests.

7-253

Embretson, Susan, Lisa M. Schneider and David L. Roth.
Multiple processing strategies and the construct validity of verbal reasoning tests. Journal of educational measurement, 23:13-32, Spring 1986.
Descriptors: *Tests--Research / *Tests, Ability--Research.

7-254

Feuer, Dale.
Computerized testing: a revolution in the making. Training, 23:80-82+, May 1986.
Descriptors: *Computer-assisted tests / *Testing.

7-255

Frisbie, David A. and Cynthia A. Druva.
Estimating the reliability of multiple true-false tests. Journal of educational measurement, 23:99-105, Summer 1986.
Descriptors: *Test reliability--Research / *Test items--Research.

7-256

Hirsh, Hannah Rothstein, Frank L. Schmidt and John E. Hunter.
Estimation of employment validities by less experienced judges. Personnel psychology, 39:337-344, Summer 1986.
Descriptors: *Test validity--Research.

7-257

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Validity generalization results for law enforcement occupations. Personnel psychology, 39:399-420, Summer 1986.
Descriptors: *Test validity--Research / *Law enforcement personnel--Research.

7-258
Huba, G. J.
Statistics for computer-based test interpretations: bivariate and multivariate uniqueness. Educational and psychological measurement, 46:331-334, Summer 1986.
Descriptors: *Test interpretation--Research.

7-259
Humphreys, Lloyd G.
An analysis and evaluation of test and item bias in the prediction context. Journal of applied psychology, 71:327-333, May 1986.
Descriptors: *Test bias--Research / *Minority groups--Tests / *Test items--Research.

7-260
Kramer, Jack J. and James V. Mitchell.
Computer assessment and interpretation: prospects, promise and pitfalls. Computers in human behavior, 1:207-219+, no. 3-4 1985.
Special issue.
Partial contents: Computer-based test interpretation: the potential of quantitative methods of test interpretation, by Gale H. Roid; Clinical psychological test interpretations by computer: hardware outpaces software, by Joseph D. Matarazzo; Assessing the equivalence of paper-and-pencil vs. computerized tests: demonstration of a promising methodology, by F. Robert Wilson, Kathleen T. Genco and Geoffrey G. Yager; Developing standards for computerized psychological testing, by Paul J. Hofer; Epilogue: why no standards for computer-based testing and test interpretation?, by Jack J. Kramer.
Descriptors: *Computer-assisted tests--Research / *Artificial intelligence--Research / *Tests, Mental--Evaluation.

7-261
Miller, M. David.
Time allocation and patterns of item response. Journal of educational measurement, 23:147-156, Summer 1986.
Descriptors: *Item analysis--Research / *Tests--Evaluation.

7-262 Ie202n .N37d
Nester, Mary Anne.
Development of the written test to select claims examiners for the Railroad Retirement Board, by Mary Anne Nester and Donald E. McCauley, Jr., U.S. Office of Personnel Management, Office of Staffing Policy, Test Examining Division. Washington, 1985. 43 p. (OSP-85-5)
Descriptors: *Tests--Construction / *Job analysis / *U.S. Railroad Retirement Board / *Claims examiners--Selection / Federal government.

TESTS (Cont'd)

7-263 Ie11.8 .P43p

Personality assessment in organizations, edited by H. John Bernardin and David A. Bownas. New York: Praeger, 1985. 322 p.

Partial contents: The use of personality assessment in industry: methodological and interpretive problems, by Anne Anastasi; Personality assessment and personnel selection, by Robert Hogan and others; The role of person-environment fit in job performance and satisfaction, by Michael R. Patsfall and Nickolaus R. Feimer; Research findings from personality assessment of executives, by V. Jon Bentz; Using clinical methods in a high-level management assessment center, by Joseph L. Moses; The use of personality measures in a management development program, by David Campbell and Ellen Van Velsor; Honesty testing for personnel selection: review and critique, by Paul R. Sackett and Michael M. Harris.

Descriptors: *Psychology, Industrial / *Tests, Personality / *Assessment centers / *Executives--Characteristics.

7-264

Rose, Deborah W.

Does research support the use of "purpose questions" on reading comprehension tests? Journal of educational measurement, 23:43-55, Spring 1986.

Descriptors: *Tests--Research / *Tests, Ability--Research.

7-265 Ie236.9 .Se4a

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Assessing sex bias in testing: a review of the issues and evaluations of 74 psychological and educational tests. Westport, Conn.: Greenwood, 1984. 264 p. (Contributions in psychology ; no. 3)

Descriptors: *Prejudices and antipathies / *Tests, Mental / *Sex discrimination.

7-266 Ie256 .T69e

Trattner, Marvin H.

Estimating the validity of aptitude and ability tests for semiprofessional occupations using the Schmidt-Hunter interactive validity generalization procedure. Washington: U.S. Office of Personnel Management, Office of Staffing Policy, Test Examining Division, 1985. 77 p. (OSP-85-3)

Descriptors: *Selection--Methods / *Junior Federal Assistant examination / *Tests, Aptitude--Research / *Tests, Ability--Research / Test validity / Federal government.

7-267

Wainer, Howard.

Five pitfalls encountered while trying to compare states on their SAT scores. Journal of educational measurement, 23:69-81, Spring 1986.

Descriptors: *Scholastic Aptitude Test--Comparative studies.

THOUGHT AND THINKING

7-268

Gordon, Jack and Ron Zemke.

Making them more creative. Training, 23:30-34+, May 1986.

Descriptors: *Innovation / *Creative ability.

THOUGHT AND THINKING (Cont'd)

7-269

Increasing productivity through creative thinking. Productivity, 7:1-4, May 1986.
Descriptors: *Creative thinking / *Thought and thinking.

7-270 LB1051 .B71p

The psychology of learning and motivation: advances in research and theory, edited by Gordon H. Bower. New York: Academic, [1966?] 1v.

Partial contents: The structure of human memory, by William F. Brewer and John R. Pani; A simulation model for the comprehension of technical prose, by David Kieras; Problem-solving skill in the social sciences, by James F. Voss and others.

Descriptors: *Learning motivation / *Learning, Psychology of / *Problem-solving.

TRAINING

7-271

Burke, Michael J. and Russell R. Day.
A cumulative study of the effectiveness of managerial training. Journal of applied psychology, 71:232-245, May 1986.
Descriptors: *Supervisors--Training--Research / *Supervisors--Training--Evaluation / *Training--Evaluation.

7-272

Charles, Diane L.
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Descriptors: *Training administration.

7-273

Copeland, Lennie.
Skills transfer and training overseas. Personnel administrator, 31:107-109+, June 1986.
Descriptors: *Overseas personnel--Training / *Foreign nationals--Training.

7-274

Courtney, Roslyn S.
A human resources program that helps management and employees prepare for the future. Personnel, 63:32-35+, May 1986.
Descriptors: *Employee development--Case studies / *Skills inventory / *Personnel utilization.

7-275

Cureton, James H., Alfred F. Newton and Dennis G. Tesolowksi.
Finding out what managers need. Training & development journal, 40:106-107, May 1986.
Descriptors: *Managers--Training / *Training needs assessment / *Management development.

7-276
Doyle, Pat and C. Richard Tindal.
Professional development: who pays? Training & development journal, 40:94-95, May 1986.
Descriptors: *Training costs / *Professional education--Costs.

7-277
Galagan, Patricia.
Focus on results at Motorola. Training & development journal, 40:43-46, May 1986.
Descriptors: *Training--Case studies / *Training administration--Case studies.

7-278
Gall, Adrienne L.
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Descriptors: *Training administration.

7-279
Gilley, Jerry W. and Michael W. Galbraith.
Examining professional certification. Training & development journal, 40:60-67, June 1986.
Descriptors: *Training officers--Certification.

7-280
Jones, John E.
Automation: bridging the training gap. Industry week, 229:14, June 9, 1986.
Descriptors: *Computer operators--Training / *Electronic data processing personnel--Training / *Computer-assisted instruction.

7-281
Kaman, Vicki S.
Why assessment interviews are worth it. Training & development journal, 40:108-110, May 1986.
Descriptors: *Training needs assessment / *Interviewing.

7-282
Lawrie, John.
Revitalizing the HRD function. Personnel, 63:20-25, June 1986.
Descriptors: *Training planning / *Training needs assessment / *Training consultants.

7-283
Lee, Chris.
What's the word on JTPA? Training, 23:54-55+, May 1986.
JPTA = Job Partnership Training Act.
Descriptors: *Training--Law and legislation.

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7-284
Lowy, Alex, David Kellher and Peter Finestone.
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Descriptors: *Training administration / *Training needs analysis.

7-285
Magnus, Margaret.
Training futures. Personnel journal, 65:60-63+, May 1986.
Descriptors: *Training administration / *Futures (of society).

7-286
Mainiero, Lisa A. and Paul J. Upham.
Repairing a dual-ladder CD program. Training & development journal, 40:100-104, May 1986.
Descriptors: *Employee development / *Scientists--Training / *Engineers--Training / *Training.

7-287
Meals, Donald W.
Five efficient ways to waste money on training. Personnel, 63:56-58, May 1986.
Descriptors: *Training--Costs / *Training--Evaluation / *Training administration.

7-288
Quinn, Susan R. and Shelley Karp.
Developing an objective evaluation tool. Training & development journal, 40:90-92, May 1986.
Descriptors: *Training evaluation / *Instructional objectives.

7-289
Rand, James F.
HR management: an integrative perspective. Personnel, 63:50-53, June 1986.
Descriptors: *Training administration / *Management.

7-290
Sweetnam, Sherry.
Training proposals that sell themselves. Training & development journal, 40:82-83, May 1986.
Descriptors: *Training planning / *Reports--Preparation.

WOMEN--EMPLOYMENT

7-291
Anderson-Kulman, Ruth E. and Michele A. Paludi.
Working mothers and the family context: predicting positive coping. Journal of vocational behavior, 28:241-253, June 1986.
Descriptors: *Mothers--Employment--Research / *Stress, Psychological--Research.

WOMEN--EMPLOYMENT (Cont'd)

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A lesser life: the myth of women's liberation in American, by Sylvia Ann Hewlett. New York: Morrow, 1986. 461 p.

Partial contents: The wage gap; What can trade unions do for women?

Descriptors: *Women--Social conditions / *Women--Economic conditions.

7-293

Fagenson, Ellen A.

Women's work orientations: something old, something new. Group & organization studies, 11:75-100, March-June 1986.

Descriptors: *Women--Employment--Research / *Literature reviews.

7-294

Schneider, Dorothy.

Soldier, sailor, airman, marine--and wife. Journal of the National Association for Women Deans, Adminstrators & Counselors, 49:3-8, Spring 1986.

Descriptors: *Women military personnel / *Military personnel / *Married women--Employment.

WORK LIFE

7-295

Bartunek, Jean M.

The effects of job characteristics and gender on hourly employees' personal responsibility. Journal of social psychology, 126:95-104, February 1986.

Descriptors: *Job factors--Research / *Quality of working life--Research / *Job satisfaction research.

7-296

Collins, Eliza G. C.

A company without offices. Harvard business review, 64:127-136.

Descriptors: *Work-at-home--Case studies.

7-297

Wagel, William H.

Responding to the needs of today's employees. Personnel, 63:5-7, June 1986.

Descriptors: *Communications / *Day care / *Job satisfaction.

WORKFORCE PLANNING

7-298 Id228 .F87p

Freedman, Audrey.

Perspectives on employment: management summary. New York: Conference Board, 1986. 15 p. (Conference Board research bulletin ; no. 194)

Study given at an International Seminar on Employment, Paris, October 23, 1985.

Descriptors: *Workforce planning / *Labor supply / *Employment forecasts.

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